



**LIU BOARD OF DIRECTORS
MINUTES
November 28, 2023**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on November 28, 2023. This was a virtual only meeting. Board Vice President Todd Gettys called the meeting to order at 7:02 pm.

2. Pledge of Allegiance

The meeting was opened with the pledge of allegiance. Mr. Gettys announced that the Board met in executive session prior to this meeting to discuss personnel matters.

3. Roll Call

The following Board members attended: Todd Gettys, Jay Gray, Sally Kacar, Cassandra Liggins, Cindy Rohrbaugh, Tedd Sayres, Vanessa Snell, and Scott Wingard. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Brent Kessler, Dr. Jennifer Leese, Julie Romig, Dr. Michele Orner, Tracy Williams, Amy Crouse, and William Zee, Esq., Appel, Yost & Zee, Board Solicitor.

3.a. Resignation of Dolores Nester

Motion to accept the resignation of Dolores Nester, LIU Director representing Littlestown Area School District, Bermudian Springs School District, and Conewago Valley School District. Vanessa Snell moved approval, seconded by Cindy Rohrbaugh. Roll call vote recorded: Todd Gettys/aye; Jay Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Vanessa Snell/aye; Scott Wingard/aye. The motion passed with a vote of 8 ayes.

4. Recognition of Visitors and Public Comment: Dolores Nester, Board President

Mr. Gettys provided an opportunity for public comments. There were no public comments.

5. Presentation: Proposed General Operating Budget for 2024-2025 – Brent Kessler

Mr. Brent Kessler provided an overview of the proposed General Operating Budget for 2024-2025 totaling \$8,454,684, which represents a 3.07% increase of \$ 251,503 over the previous year. The final General Operating Budget will be presented for adoption in January 2024 and then provided to school district boards for voting.

6. Approval of Minutes of November 7, 2023

The minutes of November 7, 2023 were approved as presented.

7. Consent Agenda

Background: The following routine operational matters were presented for action by the Board of Directors.

Recommendation: Motion to approve all recommendations under the Consent Agenda.

Vanessa Snell moved to approve the Consent Agenda, seconded by Sally Kacar. All Board members present voted in favor and the motion carried.

7.a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
De Meo	Matthew	Manager of Data Systems	Educational Technology Services	01/05/2024	Retirement
McPoyle-Callahan	Jennifer	Staff Developer	Educational Services	11/28/2023	Resignation
Ronzo	Danielle	Teacher Assistant	Autistic Support	12/01/2023	Resignation
Trayer	Lily	Teacher	Autistic Support	01/12/2024	Resignation
Williams	Sean	Personal Care Assistant	Autistic Support	11/17/2023	Resignation

7.b. Professional Staff Nominations (contingent upon completion of required paperwork/clearances)

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Biesecker	Megan	Speech-Language Pathologist	Preschool	11/29/2023	\$54,650.00	LIUEA F-4	188 Day Stretch
Lawrence	Tyler	School Counselor	Nonpublic School Services	12/13/2023	\$47,157.00	LIUEA D-1	188 Days
Mathison	Nicole	School Counselor	Nonpublic School Services	11/29/2023	\$52,550.00	LIUEA F-1	188 Days
Unger	Ryan	Manager of Data Systems	Educational Technology Services	TBD	\$88,824.04	Act 93	260 Days
Weiler	Samantha	Itinerant Teacher	Visually Impaired Support	12/20/2023	\$47,157.00	LIUEA D-1	188 Days

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7.c. Non-Certified Staff (contingent upon completion of required paperwork/clearances)

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Eveler	Camryn	Teacher Assistant	Preschool	11/29/2023	\$14.62 per hour	TA/PCA C-1	188 Day Stretch
Holtry	Amy	Personal Care Assistant	Autistic Support	11/29/2023	\$18.31 per hour	TA/PCA B-9	188 Days
James	Cheryl	Teacher Assistant	Autistic Support	12/06/2023	\$16.08 per hour	TA/PCA F-2	188 Days
Stahler	Laura	Secretary	Preschool	12/06/2023	\$18.82 per hour	Secretary C F-2	260 Days
Uecker	Brianna	Payroll Specialist	Business Services	TBD	\$63,000.00	Confidential Support	260 Days

7.d. Professional Contracts

Last Name	First Name
Barrick	Ryan

7.e. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Ballard	Teresa	Interpreter	\$30.89/hr	Dallastown SD	November 13-19, 2023
Dell	Debra	Teacher	\$35.83/hr	Conewago Valley SD	October 23, 2024-January 23, 2024 Corrected Rate
Imhoff	Jennifer	Interpreter	\$45.11/hr	Central York SD	June 13-21, 2024
Metherell	Paula	Interpreter	\$39.46/hr	Dallastown SD	November 13-19, 2023
Wolf	Patty	PCA	\$19.08/hr	Southwestern SD	January 3-February 22, 2024

7.f. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Cox	Kristine	Teacher	Student Services	\$35.38 per hour	LIUEA D-1 Hourly	12/12/2023	n/a	n/a	Additional Part Time Temporary Position
Grady	Julie	Teacher	Behavioral Intervention	\$47,157.00	LIUEA D-1	11/27/2023	Teacher Assistant ESPA TA/PCA G-1 \$14.88 per hour	Teacher LIUEA LIUEA D-1 \$47,157.00	Position Transfer

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Small	Glenda	Intervener	Hearing Impaired Support	\$35.18 per hour	Intervener B-9	11/06/2023	Personal Care Assistant \$22.35 per hour TA/PCA D-9	Intervener \$35.18 per hour Intervener B-9	Position Transfer
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7.g. Student Workers

ID#	Location	Rate
10005653	York Learning Center	\$11.00 per hour

7.h. Treasurer's Report

Recommendation: Motion to accept the Treasurer’s Report of October 31,2023 showing cash on hand in the amount of \$27,644,014.71.

7.i. Financial Report

Background: The Financial report includes all disbursements made since the last Board report through November 13, 2023.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$9,911,133.06.

7.j. Transportation Drivers

Background: A list of new transportation drivers is provided to LIU Board members throughout the school year, showing new and replacement drivers.

Recommendation: Motion to accept the list of Transportation Drivers.

7.k. Job Description for Review

Background: The following job description is presented for review.

#TBD Program Specialist – Educational Services

Recommendation: No action required.

7.I. Job Description for Adoption

Background: The following job description is presented for adoption.

4020 Online Learning Secretary

Recommendation: Motion to adopt job description.

8. Action Items

8.a. Letter of Agreement with Turning Points, LLC

Background: The administration requests approval to use ESSER Grant funds to contract with Turning Points, LLC to grow and strengthen our leadership team. The proposed fee for this service is \$9,470.00. This proposal includes 4 sessions of in-person professional growth and development during the LIU Leadership meetings from January – June 2024.

The following are expected outcomes:

- Leaders will be able to identify their personal growing edges and opportunities for their own personal leadership development (Leadership of Self).
- Leaders will be able to identify the mindsets and behaviors that are impeding their ability to realize their full potential as a leader.
- Leaders will be able to draw a parallel between saboteurs (Positive Intelligence™) and the reactive leadership tendencies (Leadership Circle®) that are that are impeding their growth as a leader.
- Leaders will begin to consider behaviors that will “move them across the circle” from reactive behaviors to creative behaviors.
- Leaders will be able to apply concepts learned to job-embedded, self-selected, personal leadership experiences, and be able to identify new ways of handling those situations in ways that are productive, creative, and free from saboteur interference.

Recommendation: Motion to approve a Letter of Agreement with Turning Points, LLC to grow and strengthen our leadership team. The proposed fee for this service is \$9,470.00 to be paid with ESSER grant funds. Vanessa Snell moved approval, seconded by Cindy Rohrbaugh. Roll call vote recorded: Todd Gettys/aye; Jay Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Vanessa Snell/aye; Scott Wingard/aye. The motion passed with a vote of 8 ayes.

8.b. Affiliation Agreement with Commonwealth University of Pennsylvania

Background: The Student Services Division wishes to enter into an affiliation agreement with Commonwealth University of Pennsylvania to provide clinical experiences for students enrolled in their American Sign Language/English Interpreting program.

Recommendation: Motion to grant approval of a five-year affiliation agreement with Commonwealth University of Pennsylvania for the LIU12 to provide clinical experiences for

Commonwealth University of Pennsylvania students. Scott Wingard moved approval, seconded by Tedd Sayres. Roll call vote recorded: Todd Gettys/aye; Jay Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Vanessa Snell/aye; Scott Wingard/aye. The motion passed with a vote of 8 ayes.

8.c. 2023-2024 Revised School Calendars

Background: The Student Services Division requests approval to add two additional ACT 80 days for teacher trainings to the following school calendars.

1. Franklin Learning Center Calendar - February 15, 2024 and April 2, 2024
2. Paradise School Calendar - January 16, 2024 and April 2, 2024
3. York Learning Center Calendar - February 20, 2024 and April 2, 2024

Recommendation: Motion to adopt the revised 2023-2024 school calendars for Franklin Learning Center, Paradise, and York Learning Center. Vanessa Snell moved approval, seconded by Tedd Sayres. Roll call vote recorded: Todd Gettys/aye; Jay Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Vanessa Snell/aye; Scott Wingard/aye. The motion passed with a vote of 8 ayes.

8.d. Supplemental Health Care Agreement

Background: The Student Services Division is requesting approval to enter into an agreement with Supplemental Health Care to provide health care professionals (i.e. Nurses, Therapists, Technicians, and/or ancillary educational and medical personnel) to Lincoln Intermediate Unit students.

Recommendation: Motion to approve a contract between Supplemental Health Care and the Lincoln Intermediate Unit 12 to provide health care professionals (i.e. Nurses, Therapists, Technicians, and/or ancillary educational and medical personnel) to Lincoln Intermediate Unit students effective November 29, 2023. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded: Todd Gettys/aye; Jay Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Vanessa Snell/aye; Scott Wingard/aye. The motion passed with a vote of 8 ayes.

8.e. Connected Health Care, LLC Agreement

Background: The Student Services Division is requesting approval to enter into a contract with Connected Health Care, LLC to provide licensed or certified providers (i.e. LPNs, RNs, SLPs, School Psychologists, SPED Teachers, BCBAs, and other various health and related services personnel) to Lincoln Intermediate Unit students.

Recommendation: Motion to approve a contract between Connected Health Care, LLC and the Lincoln Intermediate Unit 12 to provide licensed or certified providers (i.e. LPNs, RNs, SLPs, School Psychologists, SPED Teachers, BCBAs, and other various health and related services personnel) to Lincoln Intermediate Unit students effective November 29, 2023. Vanessa Snell moved approval, seconded by Sally Kacar. Roll call vote recorded: Todd Gettys/aye; Jay Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Cindy

Rohrbaugh/aye; Tedd Sayres/aye; Vanessa Snell/aye; Scott Wingard/aye. The motion passed with a vote of 8 ayes.

8.f. Herbein Contract

Background: The Human Resources department wishes to enter into a contract with Herbein for consulting services.

Recommendation: Motion to approve a contract between Herbein and the Lincoln Intermediate Unit 12 for consulting services effective November 29, 2023. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded: Todd Gettys/aye; Jay Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Vanessa Snell/aye; Scott Wingard/aye. The motion passed with a vote of 8 ayes.

9. Information Items

9.a. Proposed General Operating Budget 2024-2025

Background: Brent Kessler will provide an overview of the proposed General Operating Budget for 2024-2025.

Recommendation: No action required at this time. The following motion will be presented for consideration on January 2, 2024: Motion to adopt the General Operating Budget for 2024-2025.

9.b. LLN 5.0 Core Infrastructure Upgrade

Background: The administration recommends purchasing new core switching equipment to support the Lincoln Learning Network Regional Wide-Area-Network (LLN RWAN). The LLN RWAN is currently undergoing a rebid of services and will begin the next iteration of the LLN (LLN 5.0) on July 1, 2024. Existing core infrastructure equipment will no longer be supported by the manufacturer in the near future. The LIU will be applying for E-rate funding to offset the out-of-pocket expense for the new equipment. Budgetary pricing provided by the manufacturer shows that costs will not exceed \$439,929.36. E-rate funding is expected to cover 70% of the eligible cost. As a result, out-of-pocket expenses are not expected to exceed \$131,978.81. This amount will be divided among 29 LLN Members and billed to them, amortized over the 5-year term of the LLN 5.0 contract (July 1, 2024 through June 30, 2029).

Recommendation: No action required at this time. Final pricing and the following motion will be presented for consideration on January 2, 2024: Motion to approve the purchase of new equipment to support the Lincoln Learning Network Regional Wide-Area-Network (LLN RWAN).

10. President's Report

- Mr. Gettys reminded Board members of the upcoming dinner before the February 6 board meeting. He encouraged everyone to attend if their schedules permit.
- Mr. Gettys provided another opportunity for public comments with no comments received.

11. Executive Director's Report

- Dr. West emphasized the importance of attending the next Board meeting on January 2 to ensure a quorum. If the vacant seats are not filled by that time, we will have nine members and a quorum requires seven.
- Dr. West shared that he will be providing a mid-year update on his 2023-2024 Executive Director's goals during the January 2 executive session.
- The following outgoing Board members were recognized by Dr. West: Dr. Mark Schur, Mr. Brian Hoffman, Ms. Vanessa Snell, and Ms. Dolores Nester. Dr. West thanked each of them for their dedication to public education and the Lincoln Intermediate Unit.

12. Assistant Executive Director's Report

Dr. Trail did not provide a report.

13. Good of the Order

Mr. Gettys extended holiday wishes to everyone.

14. **Adjournment** – Vanessa Snell moved to adjourn, seconded by Cassandra Liggins. The meeting adjourned at 7:40 pm.

Respectfully,



Brent A. Kessler
Board Secretary

/ac

Next Meeting: January 2, 2024